

## **ADLS/ADLS AMENDMENT APPLICATION**

(ARCHITECTURAL DESIGN, LIGHTING/LANDSCAPING, and SIGNAGE)

**ADLS Fee:** \$894 (plus \$119/acre when not accompanied by a Development Plan App.)

**ADLS AMEND Fees:** Sign only: \$295, plus \$59/sign;  
Building/Site: \$595, plus \$59/acre

(Note: fees are due after the application receives a docket number, and not before.)

Date: \_\_\_\_\_

Docket No. \_\_\_\_\_

\_\_\_\_\_ ADLS

\_\_\_\_\_ ADLS Amend

\_\_\_\_\_ DP Attached

Previous DP? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of  
Project: \_\_\_\_\_

Type of  
Project: \_\_\_\_\_

Project  
Address: \_\_\_\_\_

Project Parcel ID #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ . \_\_\_\_

Legal Description: (please use separate sheet and attach)

Name of  
Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax No. \_\_\_\_\_ Email: \_\_\_\_\_

Name of  
Landowner: \_\_\_\_\_ Phone: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

Plot Size: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Present Use  
of Property : \_\_\_\_\_

Proposed Use of Property:\_\_\_\_\_

New Construction? Yes\_\_\_\_No\_\_\_\_

New/Revised Sign? Yes\_\_\_\_No\_\_\_\_

Remodeled Construction?: Yes\_\_\_\_No\_\_\_\_

New Parking? Yes\_\_\_\_No\_\_\_\_

New Landscaping? Yes\_\_\_\_No\_\_\_\_

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### **PARKING**

No. of Spaces Provided:\_\_\_\_\_

No. Spaces Required:\_\_\_\_\_

### **DESIGN INFORMATION**

Type of Building:\_\_\_\_\_ No. of Buildings:\_\_\_\_\_

Square Footage:\_\_\_\_\_ Height:\_\_\_\_\_ No. of Stories\_\_\_\_

Exterior Materials:\_\_\_\_\_ Colors:\_\_\_\_\_

Maximum No. of Tenants:\_\_\_\_\_ Type of Uses:\_\_\_\_\_

Water by:\_\_\_\_\_ Sewer by:\_\_\_\_\_

### **LIGHTING**

Type of Fixture:\_\_\_\_\_ Height of Fixture:\_\_\_\_\_

No. of Fixtures:\_\_\_\_\_ Additional Lighting:\_\_\_\_\_

*\* Plans to be submitted showing **Foot-candle** spreads at property lines, per the ordinance.*

### **LANDSCAPING**

*\* Engineered Plans to be attached/submitted showing **plant types, sizes, and locations***

### **SIGNAGE**

No. of Signs:\_\_\_\_\_

Type of Signs:\_\_\_\_\_

Location(s):\_\_\_\_\_

Dimensions of each sign:\_\_\_\_\_

Square Footage of each sign:\_\_\_\_\_

Total Height of each sign:\_\_\_\_\_

\*\*\*\*\*

**AFFIDAVIT**

I the undersigned, to the best of my knowledge and belief, submit the above information as true and correct.

Signature of  
Applicant:\_\_\_\_\_ Title:\_\_\_\_\_

\_\_\_\_\_  
(Print) Date:\_\_\_\_\_

\*\*\*\*\*

State of Indiana,

SS:

County of \_\_\_\_\_

Before me the undersigned, a Notary Public for\_\_\_\_\_ County,  
State of Indiana, personally appeared \_\_\_\_\_and acknowledged the  
execution of the foregoing instrument this\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires:\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

ARCHITECTURAL DESIGN, LIGHTING/LANDSCAPING, and SIGNAGE  
**Review/Approval Procedure for Plan Commission**

For Business Zones, U.S. 31 Meridian Street Corridor, U.S. 431 Keystone Avenue Corridor and the U.S.421 Michigan Road Corridor

1. Allow plenty of time for review and approval process (approximately 2-4 months).
2. Discuss proposed project with DOCS staff (please call for an appointment to discuss review procedure and appropriate dates) first week of the month, works the best to begin a project.
3. INFORMATION NEEDED for formal DOCS staff and Plan Commission review:
  - a. Two copies of formal application with required information
  - b. Two copies of legal description
  - c. Two location maps showing location of subject site, zoning and existing land uses of all adjacent properties.
  - d. Two copies of a detailed site development plan (**24" x 36" or smaller**) showing:
    - 1) Drainage: Detailed drainage plan with drainage calculations. If project is in Clay Township, take to Kent Ward, County Surveyor's Office (776-8495). If project is in City of Carmel, discuss with Amanda Foley, Storm Water Administrator (571-2441).
    - 2) Lighting plan
      - footcandle limits
      - type of fixture
      - size of fixture
    - 3) Landscaping plan (showing easements, setbacks, and bufferyards)
      - location of plantings
      - type and sizes of plantings
      - Planting legend
      - Planting details
      - Mounding locations and details
    - 4) Signage plan and details
      - Size and location
      - Materials and colors
    - 5) Parking plan: show handicapped spaces/total spaces needed per zone/spaces proposed. Also, show bicycle parking areas.
    - 6) Site plan with:
      - side, rear and front yard setbacks
      - Perimeter drainage and utility easements
      - Sewer and water line locations
      - Special setbacks or greenbelts
      - Building square footage
      - Dimensions of building
      - Location of mechanical equipment and trash receptacle with screening and details
      - Pavement and curbing details

- Proposed road improvements
- Sidewalks
- Loading and dock areas
- Fire hydrant and siamese locations

7) Building Elevations: (all sides)

- Dimensions
- Materials and colors
- Bring Samples of materials to the Plan Commission meeting
- Signage location

8) Soils map and floodplain information

9) Technical Advisory Committee correspondence

10) If public hearing required, list of adjacent property owners two properties deep or 660 feet, whichever is less (obtain from Hamilton County Auditor's office, Noblesville, Indiana)

4. Once all information is presented to DOCS and a review completed for compliance, a docket number will be released when the filing fee is submitted.
5. Petitioner or representative must appear at the Carmel Plan Commission meeting and give a presentation. The presentation may include information relative to the project and may be presented on a poster board so that it can be seen from 20 feet. However, an opaque projector is available, if the meeting takes place in the Council Chambers. In addition to the info packets, a reduction (8-1/2" x 11") of the poster board project information may be handed out to each Plan Commission member.
6. Petitioner or representative must attend the Technical Advisory Committee (TAC) meeting, which occurs several weeks prior to the Plan Commission meeting.
7. Petitioner or representative must attend the Special Studies Subcommittee to further review all pertinent information (when applicable).
8. Petitioner or representative must attend the second Plan Commission meeting (when applicable) for final vote (questions may need to be answered).
9. Once Plan Commission has voted on the project, it is up to the petitioner to work with the staff to obtain proper building permits.

**CONTACT INFO: PLANNING/ZONING DIVISION, DEPARTMENT OF COMMUNITY SERVICES (DOCS), 1 Civic Square, Carmel, IN 46032. Phone: (317) 571-2417 (Fax) (317) 571-2426**